

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Staff Engineer	<u>Revision Date:</u> 03/16
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Prof)
		<u>Control No:</u> 30509

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Chief Engineer, performs civil engineering functions regarding drainage systems, culinary water systems, street light systems, capital improvement projects, and coordinating between design, construction and operation.

III. Essential Duties:

- Review and approve development requests for public utility systems.
- Prepare water letters for development.
- Prepare water, storm water and street light bond estimates.
- Provide technical assistance and consult with other departments regarding engineering functions related to public utility systems.
- Ensure that UPDES requirements are being met by proposed developments.
- Manage capital improvement projects.
- Review project plans and specifications.
- Assist in master planning of public utility systems.
- Model, design and update public utility systems.
- Inspect various aspects of construction projects involving public utilities systems.
- Inspect existing facilities for needed maintenance.

IV. Marginal Duties:

- Interact with various public agencies.
- Assist in the development of GIS data.
- Attend Development Review meetings.
- May be required to assist in the management and design of capital improvement projects and in the master planning and project review processes.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelor's degree in Civil Engineering from an ABET (accreditation board for engineering and technology) accredited University required.

**Experience:** One year of related work experience is preferred.

**Certificates/Licenses:** Valid Utah driver's license; Engineering-in-Training Certification required upon hire; Utah Grade IV Water Distributor Operator license within six months of hire; Encouraged to obtain Professional Engineer's license.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** A working knowledge of utility system designs; experience working with computer-aided design; an understanding of a variety of City ordinances regarding subdivisions, zoning, hillside, water, drainage, street lighting, traffic control devices, survey methods, etc.

**Responsibility for:** Partially responsible for development plan review and approval. Responsible for using discretion when explaining to outside agencies and/or individuals the various projects that Sandy City is involved in.

**Communication Skills:** Glean relevant information and inform personnel and the public regarding City ordinances and procedures. Communicate effectively with contacts from other departments and governmental agencies. This position also requires regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people. It also requires a well developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Occasional use of a communications radio; frequent use of personal computer, and regular use of a city owned vehicle.

**Analytical Ability:** Great mental effort, initiative, and ingenuity are required in the management and design of capital improvement projects throughout the engineering and construction phases. Use of AUTOCAD, GIS software, modeling software, word processing and spreadsheet software applications. Strongly encouraged to gain experience and become proficient in the use of these modeling, CAD, and other software packages.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls. Frequent climbing, balancing, walking, bending, kneeling and stooping; moderate lifting and carrying of up to 50 lbs. Employee will sit or stand for long periods of time. Frequent communication with others.

*Work Environment:* Great mental effort is required daily; moderate exposure to stress working with developers, deadlines and night meetings; occasional field work and exposure to site hazards, dust and noise. Moderate pressure and fatigue are present in this position due to above average exposure to deadlines; constant attendance is required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_

DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_

DATE:\_\_\_\_\_